

# HOSPITAL TRANSFORMATION PROGRAM COMMUNITY AND HEALTH NEIGHBORHOOD ENGAGEMENT FINAL REPORT REQUIREMENTS

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Program participants must submit a Final Report at the end of the pre-waiver CHNE process, which will include information about the entirety of the process but with a primary focus on their efforts to prioritize community needs, select target populations, identify initiatives, and develop any partnerships. Specifically, Final Reports must include:

- A list of engaged organizations and the nature of collaborations;
- Summaries of all key activities;
- An outline of feedback sought and received throughout the process and how feedback has been reflected in any adjustments to the CHNE process and planning for HTP participation;
- Decisions regarding:
  - ✓ community needs that will be prioritized in the HTP;
  - ✓ selection of target populations;
  - ✓ opportunities for intervention and initiatives under consideration; and
  - ✓ partnerships;
- Rationale for the above decisions based on:
  - ✓ findings from the environmental scan;
  - ✓ feedback received during the CHNE;
  - ✓ the priorities of the HTP;
  - ✓ and other state and hospital initiatives; and
- An outline for future CHNE activities over the duration of the HTP.

The focus of the review of the Final Reports will be:

- to ensure that a broad range of community partners were given meaningful opportunities to provide input into the hospital's planning for its HTP participation;
- that input was reflected in the planning; and
- that HTP initiatives under consideration are tied to the results from a meaningful CHNE process.

Final Reports must be submitted in .pdf form by September 1, 2019 at 5 pm to the CO HTP email address [COHTP@state.co.us](mailto:COHTP@state.co.us). Reports received after this deadline will not be considered.

Following the submission date, the State will review the reports. The reports will not be scored; however, the State will work collaboratively with participants as they work on their applications to address any questions or concerns that may arise from the Final Report.